

GULF SWIMMING
RECOMMENDATIONS FOR USE OF HY-TEK MEET MANAGER
2012-2013

The following recommendations are intended to standardize the interchange of data before and after Gulf swim meets.

1. All meet entries and meet results shall be transferred between teams electronically.
2. The host team shall generate the meet announcement form and shall set up the meet on its MEET MANAGER software. The meet setup information shall be sent to the Gulf Swimming webmaster in the HY-TEK MEET MANAGER EV3 format, and shall be made available on the Gulf Swimming website.
3. The teams entering the meet may enter data to the host team by using the EV3 file to set up the meet in Team Manager. Use Team Manager to enter the swimmers' best times. The data must be converted to COMMLINK files to send to the host team. A meet entry printout from Team Manager must accompany the entry. For each swimmer, be sure to enter name, sex, age, USA Swimming athlete registration number, event number, and seed time.
4. Some meets will be set up with cut-off times, in which each swimmer must be slower than the cut-off time in Short Course Yards, Short Course Meters, and Long Course Meters. In Team Manager, there is the option to check **ALL THREE COURSES** when using cut-off times. Each team submitting entries for this type of meet, should set up their Team Manager file by selecting the correct meet, and double-clicking on the meet name, which takes you to the Meet Maintenance menu. Then on that menu, there are three options and check boxes near the middle of the screen - the first two options are:

"Enforce Qualifying Times"

"Swimmer must meet slower than Q time in all courses"

These are the key options. Turn on those two options, and then select your entries. It will flag swimmers who are faster than the cut-off time in any of the courses entered into the database.

5. The host team will use the supplied electronic files to compile all entries into the meet database. The host team should check each file for computer viruses before using them to transfer data.
6. During the running of the meet, it is recommended that the host team retain two running backup diskettes of final meet data. Backups should be done every five (5) to eight (8) events.
7. When the meet is finished, the results shall be sent to the Gulf Swimming webmaster, to be posted on the Gulf Swimming website.